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| 1. Go to the Windows Icon in the lower left and then click on “File Explorer >”. |  |
| 1. In the window that opens, click “This PC” in the left column. |  |
| 1. In the window’s “Computer” menu, click “Map network drive” |  |
| 1. Choose a different letter (doesn’t matter which) for each of the servers you wish to map and put in the address and click “Finish”.   The address for the staff (cmcss) server is [\\staff.cmcss.net\users](file:///\\staff.cmcss.net\users) . |  |
| 1. The first time you add the server to this computer your username will be cmcss\first.last . 2. Your password is always will be your “MyLogin” password (same as email and powerteacher). As you change your password throughout the year, you will need to update the password here as well. 3. Checkmark “Remember my credentials.” If you would like your password remembered. 4. Click OK. |  |

To get back to the servers, you will go to Windows icon , then “File Explorer >”, and click “This PC” in the left column of the window that opened. Double-click on the server you wish to logon to and enter your username and password (if you didn’t have it “Remember your credentials).

It will keep you logged in until you shut down your computer, so if you have already entered your information it will just take you to the server.